

JOB ANNOUNCEMENT

Assistant Controller

AGENCY: Indiana Department of Labor

JOB POSTING ID: 609382

APPLY BEFORE: June 29, 2017

LOCATION: Indianapolis, IN

HIRE SALARY: \$37,778

TO APPLY: careers.in.gov

JOB DESCRIPTION

The Indiana Department of Labor is currently seeking an Assistant Controller. The Assistant Controller is responsible for coordinating the organization of all agency assets as well as financial operations including: cost analysis, allocations and disbursement of agency funds with respect to supplies and equipment, and providing consultation and direction to agency management. This position also utilizes the PeopleSoft system to process daily financial transactions and provides back up assistance to the Agency Controller.

This position is an integral position within the agency as the position ensures that agency personnel have the tools, supplies and equipment needed to carry out the essential functions of their positions and that agency financial transactions occur in compliance with state and federal guidelines.

RESPONSIBILITIES:

- Supervise the work of direct report to ensure that activities are addressed timely and appropriately;
- Ensure all purchasing, procurement, contractual arrangements are within state law, policy and procedure;
- Plan and approve supply, inventory and equipment purchases; develop strategy for procuring items to maximize agency funds and use of Federal dollars;
- Prepare and review all contracts, requisitions and purchase agreements;
- Maintain record of all purchase-related transactions;
- Enter all financial transactions (S.D.O.s, claims, travel vouchers, and P.O.s) into the PeopleSoft system;
- Utilize PeopleSoft's project costing model to track all agency expenditures against the appropriate Federal grant;

- Reconcile financial accounts each month using PeopleSoft and Alchemy; reconcile all bank accounts; research any discrepancies;
- Establish employee IT accounts (email, phone, pagers, etc.) and coordinate with other agencies and outside vendors to ensure employees have necessary accounts, equipment and supplies;
- Develop and maintain a detailed database to track equipment by employee;
- Assist agency Controller in preparing monthly and quarterly budget reports including details on inventory and equipment;
- Complete accurate and timely records and reports related to travel, work schedule and work activities;
- Assist agency Controller in preparing annual Federal grant applications and annual and biennial budgets.
- Provide baseline back up support for agency Controller;
- Attend staff meetings and present information as requested;
- Liaise with Indiana Department of Administration employees, the Auditor's and Treasurer's offices and those from other state agencies to ensure effective and efficient processes that are consistent within the state.
- Complete other duties, special projects and training as assigned.

PREFERRED EXPERIENCE

- Knowledge and skill typically acquired through a Bachelor's degree in Business, Finance or Accounting as well as related work experience;
- Working knowledge of business operations including inventory, procurement, and basic accounting;
- Broad knowledge of computer software and hardware as they relate to operations;
- Working knowledge of large-scale purchasing and inventory management;
- Ability to establish and maintain cohesive work relationships with all levels of management, staff, private vendors and company representatives.
- Excellent verbal communication skills; ability to speak in a professional and concise manner;
- Strong attention to detail and accuracy and ability to maintain confidentiality;
- Ability to follow applicable federal and state laws, policies, procedures, regulations, rules, etc.
- Seven (7) years' work experience in accounting; auditing; or accredited college training in a related field.